

# Affirmative Fair Housing Marketing Plan

## U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013 (exp. 4/30/2000)

<b>1a. Applicant's Name, Address (including city, state &amp; zip code) &amp; Phone Number:</b>      <b>1b. Project's Name, Location: (including city, State and zip code)</b>      <b>2. Type of Affirmative Marketing Plan:</b> (mark only one) <input type="checkbox"/> Project Plan <input type="checkbox"/> Minority Area <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Mixed Area (with _____ % minority residents) <input type="checkbox"/> Annual Plan (for single-family scattered site units) <b>Note:</b> A separate Annual Plan must be developed for each type of census tract in which the housing is to be built.	<b>1c. Project/Application Number</b>     <b>1f. For Multifamily Housing Only</b> <input type="checkbox"/> Elderly <input type="checkbox"/> Non-Elderly	<b>1d. Number of Units</b>     <b>1g. Approximate Starting Dates:</b> Advertising: _____ Occupancy: _____	<b>1e. Price or Rental Range</b> From \$ _____ To \$ _____  <b>1h. County:</b> _____ <b>1i. Census Tract:</b> _____ <b>1j. Managing/Sales Agent's Name &amp; Address: (including city, State and zip code)</b>     <b>3. Direction of Marketing Activity:</b> (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White (non-Hispanic) <input type="checkbox"/> Black (non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander																																
<b>4a. Marketing Program: Commercial Media:</b> (Check the type of media to be used to advertise the availability of this housing) <input type="checkbox"/> Newspapers/Publications <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Billboards <input type="checkbox"/> Other (specify) _____ <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">Name of Newspaper, Radio or TV Station</th><th style="width:35%;">Racial/Ethnic Identification of Readers/Audience</th><th style="width:30%;">Size/Duration of Advertising</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>				Name of Newspaper, Radio or TV Station	Racial/Ethnic Identification of Readers/Audience	Size/Duration of Advertising																													
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<b>4b. Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster:</b> (1) Will brochures, letters, or handouts be used to advertise? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "Yes", attach a copy or submit when available. (2) For project site sign, indicate sign size _____ x _____; Logotype size _____ x _____. Attach a photograph of project sign or submit when available. (3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the <input type="checkbox"/> Sales/Rental Office <input type="checkbox"/> Real Estate Office <input type="checkbox"/> Model Unit <input type="checkbox"/> Other (specify) _____																																			
<b>4c. Community Contacts.</b> To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area or SMSA. If more space is needed, attach an additional sheet. Notify HUD-FHEO of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.) <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">Name of Group/Organization:</th><th style="width:15%;">Racial/Ethnic Identification:</th><th style="width:15%;">Approximate Date:</th><th style="width:35%;">Person Contacted or to be Contacted:</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">Address &amp; Phone Number:</th><th style="width:25%;">Method of Contact :</th><th style="width:40%;">Indicate the specific function the Group/Organization will undertake in implementing the marketing program:</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>				Name of Group/Organization:	Racial/Ethnic Identification:	Approximate Date:	Person Contacted or to be Contacted:																	Address & Phone Number:	Method of Contact :	Indicate the specific function the Group/Organization will undertake in implementing the marketing program:									
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<b>5. Future Marketing Activities (Rental Units Only)</b> Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied. <input type="checkbox"/> Newspapers/Publications <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Brochures/Leaflets/Handouts <input type="checkbox"/> Site Signs <input type="checkbox"/> Community Contacts <input type="checkbox"/> Other(specify) _____		<b>6. Experience and Staff Instructions:</b> (See instructions) 6a. Staff has experience. <input type="checkbox"/> Yes <input type="checkbox"/> No 6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.																																	
<b>7. Additional Considerations:</b> Attach additional sheets as needed.																																			

<b>8. Changes and Revisions:</b> By signing this form, the applicant agrees, after appropriate consultation with HUD, to change any part of the plan covering a multifamily project to ensure continued compliance with Section 200.620 of HUD's Affirmative Fair Housing Marketing Regulations.  Signature of Person Submitting this Plan & Date of Submission: _____  Name: (type or print) _____  Title & Name of Company: _____	<b>For HUD-FHEO Use Only</b> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:50%;">Approval By:</th><th style="width:50%;">Disapproval By:</th></tr></thead><tbody><tr><td>Signature &amp; Date: _____</td><td>Signature &amp; Date: _____</td></tr><tr><td>Name: (type or print) _____</td><td>Name: (type or print) _____</td></tr><tr><td>Title: _____</td><td>Title: _____</td></tr></tbody></table>		Approval By:	Disapproval By:	Signature & Date: _____	Signature & Date: _____	Name: (type or print) _____	Name: (type or print) _____	Title: _____	Title: _____
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The Affirmative Fair Housing Marketing Plan (AFHM) is needed to ensure that Federal agencies are taking necessary steps to eliminate discriminatory practices involving Federally insured and assisted housing. No application for any housing project or subdivision insured or subsidized under the Department's housing programs can be funded without an approved AFHM Plan. The responses are required to obtain or retain a benefit under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

## Instructions

Send the Completed form to: Your Local HUD Office,  
Attention: Fair Housing and Equal Opportunity Director/Specialist

The Affirmative Fair Housing Marketing Regulations require that each applicant subject to these regulations carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups in the housing market area regardless of race, color, religion, sex or national origin. These groups include Whites (Non-Hispanic) and members of minority groups: Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics and Asian/Pacific Islanders in the Standard Metropolitan Statistical Areas (SMSA) or housing market area who may be subject to housing discrimination on the basis of race, color, religion, sex or national origin. The applicant shall describe on this form the activities it proposes to carry out during advance marketing, where applicable, and the initial sales or rent-up period. The affirmative program also should ensure that any group(s) of persons normally NOT likely to apply for the housing without special outreach efforts (because of existing neighborhood racial or ethnic patterns, location of housing in the SMSA price or other factors), know about the housing, feel welcome to apply and have the opportunity to buy or rent.

**Part 1 - Applicant and Project Identification.** The applicant may obtain Census Tract location information, item 1i, from local planning agencies, public libraries and other sources of Census Data. For item 1g, specify approximate starting date of marketing activities to the groups targeted for special outreach and the anticipated date of initial occupancy. Item 1j is to be completed only if the applicant is not to implement the plan on its own.

**Part 2 - Type of Affirmative Marketing Plan.** Applicants for multifamily and subdivision projects are to submit a Project Plan which describes the marketing program for the particular project or subdivision. Scattered site builders are to submit individual annual plans based on the racial composition of each type of census tract. For example, if a builder plans to construct units in both minority and non-minority census tracts, separate plans shall be submitted for all of the housing proposed for both types.

**Part 3 - Direction of Marketing Activity.** Considering factors such as price or rental of housing, the racial/ethnic characteristics of the neighborhood in which housing is (or is to be) located, and the population within the housing market area, public transportation routes, etc., indicate which group(s) you believe are least likely to apply without special outreach.

**Part 4 - Marketing Program.** The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in the Plan as least likely to apply. The applicant shall state: the type of media to be used, the names of newspapers/call letters of radio or TV stations; the identity of the circulation or audience of the

media identified in the Plan, e.g., White (Non-Hispanic), Black (Non-Hispanic), Hispanic, Asian-American/Pacific Islander, American Indian/ Alaskan Native; and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the project area or the locality and that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, churches, labor unions, employers, public and private agencies, and individuals who are connected with these organizations and/or are well-known in the community.

**Part 5 - Future Marketing Activities.** Self-Explanatory.

**Part 6 - Experience and Staff Instructions.**

- Indicate whether the applicant has previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- Describe the instructions and training given to sales/rental staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan. Copies of any written materials should be submitted with the Plan, if such materials are available.

**Part 7 - Additional Considerations.** In this section describe other efforts not mentioned previously which are planned to attract persons in either those groups already identified in the Plan as least likely to apply for the housing or in groups nor previously identified in the Plan. Such efforts may include outreach activities to female-headed households.

**Part 8 - The applicant's authorized agent signs and dates the AFHM Plan.** By signing the Plan, the applicant assumes full responsibility for its implementation. The Department may at any time monitor the implementation of the Plan and request modification in its format or content, where the Department deems necessary.

**Notice of Intent to Begin Marketing.** No later than 90 days prior to the initiation of sales or rental marketing activities, the applicant with an approved Affirmative Fair Housing Marketing Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the FHEO Division of the appropriate HUD Office serving the locality in which the proposed housing is located. OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the Plan. The burden hours for such notification are included in the total designated for this Affirmative Fair Housing Marketing Plan form.